

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT – BAY AREA ACADEMY JOB ANNOUNCEMENT #17-854

<p><b>POSITION SUMMARY:</b></p>	<p><b>Full-time, benefited position for the California State University, Fresno Foundation.</b> The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in twelve (12) Bay Area counties.</p> <p>This position is the primary administrative support position for the Regional Training Assistant and training staff, and provides support for Academy staff as needed. This position is responsible for supporting the training efforts of the Academy, with duties to include: copying and collating of curriculum for the Regional Training Project, tracking and filing curriculum, placing order requests for training supplies and materials, organizing training supplies and materials, set-up and organization of the training room, providing assistance to training staff, providing back-up training coverage, providing reception coverage and mail processing for the Oakland office, organize and charge tablets for all electronically assisted trainings. This position is located at Bay Area Academy Central Office in Berkeley, California (2600 Tenth St., Berkeley, CA 94710).</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the general direction of the Fiscal Operations Manager, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Copying and Collating of curriculum</li> <li>• Responsible for loading curricula onto tablets, as well as all tablet maintenance and upkeep</li> <li>• Filing and tracking of curriculum</li> <li>• Ordering, sorting, organizing of supplies</li> <li>• Training room set-up</li> <li>• Back-up training coverage</li> <li>• Administrative support for Academy staff</li> <li>• General Administrative Support</li> <li>• Data entry for Participant Satisfaction Surveys (PSS)</li> <li>• Maintain calendar and schedule for office training and conference rooms</li> <li>• Reception Coverage and Mail Processing</li> <li>• Other duties may be assigned</li> </ul>
<p><b>POSITION REQUIREMENTS:</b></p>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Associate's degree (A. A.) or equivalent from two (2) year college or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.</li> <li>• Two (2) years support experience in an office setting</li> <li>• Knowledge and use of standard office equipment, such as copy machine, fax machine, printers and scanners</li> <li>• Attention to detail</li> <li>• Strong organizational skills</li> <li>• Thorough knowledge of English grammar, spelling and punctuation</li> <li>• Basic knowledge of MS Word, Excel, Outlook, PowerPoint and Adobe Acrobat</li> <li>• Ability to communicate in a friendly and professional manner with internal and external constituents</li> <li>• Reliable vehicle and insurance due to frequent travel to training and BAA area county sites, as well as a valid driver's license with a driving record in good standing.</li> </ul>

<b>COMPENSATION:</b>	\$3,166.66-\$3,333.33/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include vacation, sick, holiday pay, health, dental, vision, life and 401(k).
<b>DEADLINE:</b>	<b>Application review begins September 8, 2017; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**